

Board Orientation Minutes—176th Meeting

May 19, 2020

Board members present: Erik Andersson, Lindsey Hardy, Eric Hayes, Elee Jen, Alexia Kelly, Mark Kendall, Henry Lorenzen, Alan Meyer, Anne Root, Roland Risser

Board members absent: Susan Brodahl, Melissa Cribbins, Ernesto Fonseca, Letha Tawney (Oregon Public Utility Commission ex officio), Janine Benner (Oregon Department of Energy special advisor)

Staff attending: Michael Colgrove, Wendy Bredemeyer, Abby Spegman, Alex Novie, Amber Cole, Debbie Menashe, Fred Gordon, Ivy Draughon, Jay Ward, Julianne Thacher, Lenora Deslandes, MacKenzie Kurtzner, Melanie Bissonnette, Pati Presnail, Peter West, Ryan Cook, Steve Lacey

Others attending: Anna Kim (Oregon Public Utility Commission), Susan Badger-Jones

New Board of Director Orientation Session #2

Henry Lorenzen called the meeting to order at 8:15 a.m. The meeting opened with each board member sharing how they are managing during the pandemic.

Organizational Structure

Michael Colgrove, executive director, reviewed topics covered in the orientation on April 7, 2020. He presented an overview of Energy Trust of Oregon's work, organizational management, program and support groups.

Peter West, energy programs director, presented an overview of the program structure and a summary of high-level impacts of COVID-19.

Industrial and Agricultural Programs

Amada Potter, industrial and agriculture sector lead, provided an overview of Industrial and Agricultural programs and sector structure. She highlighted new activities during COVID-19 and summarized program results.

Residential Programs

Thad Roth, residential sector lead, presented an overview of Residential programs and sector structure. He highlighted the restructuring of the program in 2017, new activities during COVID-19 and programs that are forecasted for delivery.

Commercial Programs

Oliver Kesting, commercial sector lead, presented an overview of Commercial programs and sector structure. He highlighted new activities during COVID-19. He described the current contract and services rebid process that will be presented to the board in August.

Renewable Programs

Betsy Kauffman, renewables sector lead, presented an overview of Renewable programs and sector structure. She highlighted new activities during COVID-19 and the program's outlook for 2020.

The board took a break at 9:50 a.m. and reconvened at 10 a.m.

Organizational Process

Business Planning and Budget Development

Melanie Bissonnette, senior project manager, provided an overview of the business planning and budget development process and timeline. She informed the board the proposed business plan and

business goals will be presented for board approval in July. Finance committee and advisory councils with board liaisons review and provide input on early budget numbers with the draft budget presented in October and final budget proposed in December.

Integrated Resource Planning

Spencer Moersfelder, planning manager, discussed integrated resource planning, resource assessment, purpose, overview, background and methodology. Resource assessment is a model that provides an estimate of energy efficiency potential achievable over a 20-year period. This analysis approach is to estimate savings potential starting at the measure level and scaling to a service territory. He also presented a high-level overview of Energy Trust's methodology, results and savings projections.

Measure Development and Cost Effectiveness

Peter Shafer, project manager for planning, provided an overview of Energy Trust's methodology and calculation of cost effectiveness. Alex Novie, measure development manager, presented an overview of Energy Trust incentive measure development.

Lindsey Hardy left the meeting at 10:58 am.

Determination of Revenue

Steve Lacey, director of operations, presented the utility funding process and spoke about utility funders. He gave the board an overview of the timeline of utility engagement, budget and funding model and levels.

Reporting Overview

Julianne Thacher, communication manager, presented an overview of the cross-organizational effort to compile detailed information for quarterly and annual reports. She explained these reports are the official record of energy savings, generation, revenues and expenditures. In addition to quarterly and annual reports, Energy Trust provides two diversity, equity and inclusion progress reports per year, a public annual reports with customer stories, and quarterly and annual summaries of results to the utilities.

Policy Services

Jay Ward, senior community relations manager, stated Energy Trust is an independent nonprofit funded by SB 1149 and SB 848 and can be affected by state and local and federal policy makers. Energy Trust provides benefit briefings of the customers served by legislative district as well as customer success stories. Energy Trust is often called upon to provide information to various government agencies.

Hannah Cruz, senior communications manager, described the types of formal and informal information requests Energy Trust receives from elected officials, state agencies, counties, cities and local officials; responding is integral to maintaining transparency and being accountable for the funds that Energy Trust invests. The team tracks and reports on a wide variety of clean energy and climate issues including state and federal legislation and policies to determine if they may impact Energy Trust's ability to serve all customers.

News Media Engagement and Management

Amber Cole, director of communications and customer service, presented an overview of Energy Trust's engagements with the media, which involves building relationships by sharing Energy Trust news, offerings, customer tips and customer stories. Inviting reporters to events and ribbon cuttings and align with the organizations public relations strategy. Energy Trust is often called on to provide data or information for energy stories. She also provided training and steps to take if the board is contacted by a reporter.

Board Policies Process

Debbie Menashe, director of legal and human resources, provided an summary of internal policy and governance. She identified three levels of governance: state and federal laws, the OPUC grant agreement and statutory provisions; the strategic plan, budget, action plan and major policies on expenditures and strategic direction from the board; and the executive director's management of internal decisions and policies. She described how policies are managed on a three-year cycle of policy reviews by the policy committee and presented to the board for approval.

Adjourn

The meeting adjourned at 12:10 p.m.

The next regular meeting of the Energy Trust Board of Directors will be held Tuesday, May 19, 2020, at 1:00 p.m. virtually.

DocuSigned by:

Mark Kendall

Signed: Mark Kendall, Secretary

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Date